

## **Reimbursable Project Allotment/UCO Request Form Instructions**

The Reimbursable Project Allotment /UCO Request Form has been developed for LO/FMC reimbursable users to submit as a request for Budget Execution to establish an unfilled customer order (UCO) and an allotment for a reimbursable project. This form should be submitted when requesting new funding or changes to funding or period of performance for all reimbursable projects; those supported by reimbursable agreements and billed based on costs incurred (either in advance or in the following accounting period) as well as those that may not be supported by formal reimbursable agreements and are billed on a fixed fee basis (e.g., fixed fee sales, services, or other special projects). The additional information needed by Budget Execution to establish the unfilled customer order for the reimbursable sales/fixed fee projects has been included on this Form.

For reimbursable agreements, this form should be completed, signed, and forwarded, along with a copy of the reimbursable agreement or modification, through the appropriate Line Office headquarters contact (if applicable), to your Finance billing contact. Finance will review the documents and the unapproved RADG002 Reimbursable Agreement transaction and let the LO/FMC user know if any changes are required. If no changes are required (or once corrections have been made), they will instruct the user to approve the RADG002 transaction, print the Reimbursable Acceptance Notification Report (RADG106) and forward copies of the documents to your Budget Execution contact so they can record the RADG003 Unfilled Customer Order transaction and the allotment for the project. Note that allotments for advance projects will be recorded weekly, based on collections received.

For reimbursable sales/fixed fee projects, this form should be signed and sent, along with a copy of any related documentation (i.e., agreement, contract, purchase order, etc.), through the appropriate Line Office headquarters contact (if applicable), to your Finance billing contact and your Budget Execution contact. Budget Execution will record the RADG003 Unfilled Customer Order transaction and the allotment for the project. Finance will process customer bills and collections according to the instructions provided on, or with, this form.

The following table describes the information that should be entered for each field on the Form:

<b><u>Field Name</u></b>	<b><u>Description</u></b>
<b><i>Fund Code</i></b>	Enter the reimbursable fund code: 05, 06, or 07 associated with the project.
<b><i>LO</i></b>	Enter the first two digits of the organization code for the Line Office with primary responsibility for the reimbursable agreement or the reimbursable sales/fixed fee project.
<b><i>Reimbursable Project Code</i></b>	Enter the CFS reimbursable project code
<b><i>Program Code</i></b>	Enter the CFS program code

<b><i>Reimbursable Agreement Number (If Applicable)</i></b>	Enter the reimbursable agreement number supporting the request. This should be the RA/Contract No. from the RADG002 Reimbursable Agreement screen. Leave this field blank if request is for a reimbursable sales/fixed fee project.
<b><i>TWA Number (If Applicable)</i></b>	Enter the temporary work authority (TWA) number supporting the request if it is not yet supported by a formal agreement. This should be the TWA No. from the RADG002 Reimbursable Agreement screen. Leave this field blank if request is for a reimbursable sales/fixed fee project.
<b><i>Related Direct Project Code</i></b>	Enter the direct project code that costs should be transferred to in the event of an overrun. Note: The Line Office will be notified if a cost transfer is required.
<b><i>Customer and Contact Number</i></b>	Enter the customer and contact number recorded for the reimbursable agreement or established for the activity associated with the reimbursable sales/fixed fee project. If not known, contact the Finance Office representative for your Line Office.
<b><i>Additional Information Required For Reimbursable Sales/Fixed Fee Projects:</i></b>	<b>This section should be completed when requesting an unfilled customer order and allotment for a reimbursable sales/fixed fee project.</b>
<b><i>Remit Code:</i></b> <b><i>(Remittance Code)</i></b>	Enter the code for the mailing address to which a customer should send payment. A list of the acceptable codes and their descriptions is attached.
<b><i>Admin Code:</i></b> <b><i>(Administrative Office Code)</i></b>	Enter the code for the office that processes the receivable transactions associated with this project. A list of the acceptable codes and their descriptions is attached.
<b><i>Orig Code:</i></b> <b><i>(Originating Office Code)</i></b>	Enter the code for the Line Office requesting the unfilled customer order and allotment. A list of the acceptable codes and their descriptions is attached.
<b><i>Description of Activity</i></b>	Describe the activity done by the reimbursable sales/fixed fee project. Be as specific as possible.
<b><i>Required for All Projects:</i></b>	<b>The remainder of the form should be completed when requesting an unfilled customer order and allotment for both reimbursable projects supported by a reimbursable agreement and reimbursable sales/fixed fee projects.</b>
<b><i>Federal</i></b>	Check this box if the customer is a federal agency.
<b><i>Non-Federal</i></b>	Check this box if the customer is not a federal agency.
<b><i>Advance</i></b>	Check this box if payment must be received before work is performed. The fund code entered above must be a 05 or 06.

<b><i>Non-advance</i></b>	Check this box if payment is not made in advance. The fund code entered above must be 07.
<b><u>Unfilled Customer Order:</u></b> <b><i>New</i></b>	Check this box if this request is for the initial entry of an unfilled customer order for the current fiscal year. A new unfilled customer order should be entered for each fiscal year; i.e., new agreements or new funding modifications to existing agreements for the current fiscal year (where no carryover was recorded for the current fiscal year).
<b><i>Amount</i></b>	Enter the total amount of the new unfilled customer order to be recorded. This should be the agreement amount being funded by the customer for the current fiscal year.
<b><i>Mod</i></b>	Check this box if this request is a modification to an existing customer order. Modifications to orders are for funding modifications to existing agreements for the current fiscal year (where carryover or other funding has been recorded for the current fiscal year), user mistakes (such as entering the wrong dollar amount), or for extensions to the period of performance. The Customer Reference Number on the RADG002 screen should be updated to the latest modification number for funding modifications and no-cost time extensions.
<b><i>Order #</i></b>	Enter the original unfilled customer order number. For reimbursable agreements, this number can be found in the Customer Order No. column on the Orders Tab on the Reimbursable Agreement screen (RADG002). The format is FY-01 (e.g., 2005-01). For Reimbursable Sales/Fixed Fee projects, the format for the order number is: FY-LO-Project Code-01 (e.g., 2005-06-6BXXXXX-01).
<b><i>Mod Amount</i></b>	Enter the amount the unfilled customer order should be increased with a plus (+) or decreased with a minus (-). This should be the current agreement modification amount being funded by the customer.
<b><u>Allotment:</u></b> <b><i>New</i></b>	Check this box if this allotment request is the first one for the fiscal year for this project.
<b><i>Increase</i></b>	Check this box if the allotment amount for this project should be increased.
<b><i>Decrease</i></b>	Check this box if the allotment amount for this project should be decreased.
<b><i>Amount</i></b>	For a new allotment, enter the total allotment amount being requested. For an increase to an allotment, enter the amount of the increase with a plus (+). For a decrease to an allotment, enter the amount of the decrease with a minus (-). The allotment amount should never exceed the unfilled customer order amount entered above.

<b>Organization Code</b>	Enter the organization code to be used for recording the allotment. Normally, allotments for reimbursable projects will be recorded at the LO or LO and FMC levels of the organization code.
<b>Allotment Distribution</b>	For a new allotment, enter the amount Budget Execution should establish for each quarter. The total of the four quarters should not exceed the total allotment amount entered above. For an increase or decrease, enter the appropriate share of the total increase or decrease for each quarter with the appropriate plus or minus.
<b><u>NOAA Line Office Contacts:</u></b> <b><i>Billing Contact Name</i></b>	Enter the name of the NOAA Line Office person the Finance Office should contact with any billing questions.
<b><i>Phone Number</i></b>	Enter the phone number for the NOAA person described above.
<b><i>Program Contact Name</i></b>	Enter the name of the NOAA person responsible for the activity (may be the same as the billing contact).
<b><i>Phone Number</i></b>	Enter the phone number for the NOAA person described above.
<b><i>Email Address</i></b>	Enter the email address for the NOAA person responsible for the activity.
<b><u>Special Requirements:</u></b>	Enter the billing instructions and/or any other unique circumstances or requirements related to this project.
<b><u>Approval:</u></b> <b><u>NOAA Program Manager</u></b>	The form should be signed by the manager responsible for the program along with their typed or printed name, title and date of signature.
<b><i>RADG002 Control Number</i></b>	Enter the RADG002 Control Number for the Reimbursable Agreement. Leave this field blank for Reimbursable Sales/Fixed Fee projects.
<b><i>RADG003 Control Number</i></b>	Line Office/FMC users should leave this field blank. Budget Execution will use this field to record the RADG003 Control Number after they enter the Unfilled Customer Order.

<b><u>Listing of Acceptable Codes</u></b>	
<b>Remittance Codes:</b>	
BIS/REIMB/GERMANTOWN	Headquarters Remittance Address for BIS Reimbursables
BIS/REIMBURSABLE/LOCKBOX	Lockbox Remittance Address for BIS Reimbursables
DEPARTMENT OF COMMERCE – NOAA/CASC	Remittance Address for CASC Reimbursables
DEPT OF COMMERCE – NOAA/EASC	Remittance Address for EASC Reimbursables
DEPT OF COMMERCE – NOAA/MASC	Remittance Address for MASC Reimbursables
DEPT OF COMMERCE – NOAA/WASC	Remittance Address for WASC Reimbursables
NOAA - HEADQUARTERS	Headquarters Remittance Address for NOAA Reimbursables
NOAA/REIMB/LOCKBOX	Lockbox Remittance Address for NOAA Reimbursables
<b>Administrative Office Codes:</b>	
BIS/GT	BIS - Germantown Finance Office
CASC	Central Administrative Support Center
EASC	Eastern Administrative Support Center
HQTRS	Germantown Finance Office
MASC	Mountain Administrative Support Center
WASC	Western Administrative Support Center
<b>Originating Office Codes:</b>	
BIS-HQ	US Department of Commerce - BIS
CASC	Central Administrative Support Center
EASC	Eastern Administrative Support Center
HQTRS	Germantown Finance Office
MASC	Mountain Administrative Support Center
NESDIS	Nat Env Satellite, Data & Info Service

NMFS	National Marine Fisheries Service
NOS	National Ocean Service
NWS	National Weather Service
OAR	Office of Oceanic & Atmospheric Research
OFA	Office of Finance and Administration
OMAO	Office of Marine Aviation Operations
PPI	Program Planning and Integration
WASC	Western Administrative Support Center